

U.S. ARMY ENGINEER DISTRICT, BUFFALO
Finance & Accounting Office
1776 Niagara Street
Buffalo, NY 14207

STANDARD OPERATING PROCEDURES
No. 37-1-1

22 February 1999

REIMBURSABLE CUSTOMER ORDERS

1. Purpose: To define policy and responsibilities and to provide guidance and CEFMS procedures for entry and acceptance of customer orders from other government agencies.
2. Policy: It is the policy of this District that work will NOT be accomplished without available funding. The only exception is for FEMA funded projects. Under PL 93-288, verbal authorization is acceptable for mission assignments using estimated dollars.
3. References:
 - a. ER 37-2-10, 5-10
 - b. ER 11-1-320, Civil Works Emergency Management Programs, Chapter 4.
 - c. CERM-F memo dated 5 Apr 96, Subject: Recording Civil Reimbursable Orders
4. Responsibilities:
 - a. The Resource Management Officer (RMO) is responsible for the overall administrative control of funds as delegated by the Commander.
 - b. Budget receives the original customer order, enters in CEFMS, and forwards a hard copy to Finance & Accounting (F&A) and the project manager.
 - c. The Project Manager performs technical approval of the CEFMS entry and provides the work item and resource plan.
 - d. F&A verifies the billing address and financially approves the CEFMS entry.
 - e. Budget accepts the funds and sends the printed acceptance to the customer.

- f. UFC generates the SF1080 billings on the first duty day of the month and F&A prints and distributes the billings.
 - g. Project Managers certify that the costs on the bills are appropriate and correct and returns the SF1080 bills to F&A. F&A then mails them out to the customer with appropriate back-up documentation as required.
 - h. F&A reports delinquent FEMA bills monthly to UFC.
5. CEFMS Procedures:
- a. Screen Navigation:
 - 3 - Financial Management
 - 5 - Financial Management
 - 3 - Funding
 - 4 - Customer Order screen 6.7
 - 3 - Create a C.O. screen 2.13
 - b. Enter Customer's MIPR No. as our C.O. No.
 - Order Type: Enter "E" for Economy Act Order
 - Issued to: Select Buffalo District
 - Issued by: query and select correct customer; may have to coordinate with the DBA or DM to have customer added to table.
 - Customer Ref No.: appears on bill; enter customer work item, AMSCO, and other data to help customer identify bills.
 - Other Cust Ref No.: same as above.
 - Approving Officer & Title: Enter customer's authorizing officer from MIPR.
 - Certified Date: enter date from bottom right of MIPR.
 - Technical POC and Financial POC: customer's data from MIPR.
 - Page Down and add remarks as needed, ie., our POC.
 - Conrol F1 to go to the Item Number Detail Screen
 - Description: enter from C.O.
 - Unit of Measure: JB for job
 - Amount: Enter amount of funds received on C.O.
 - On Funding Screen, enter appropriation data from C.O.
 - Appropriation Adjustment Expire Date: date that military funds are available for oblig/exp on contract that was awarded prior to appropriation expiration date.
 - Fiscal Station: Enter customer's FSN from C.O.
 - Allotment: Select '0000' Not Applicable as there is no allotment for reimbursable funds; or select allotment code given on C.O.
 - Program Year: Enter year funds were received.
 - OPR Agency: Select '08' for Corps of Engineers
 - EOR Code: Select 4 digit number provided on C.O.

Control F9 to go to the C.O. Routing List
Select Project Manager as Technical Approver
Select F&A person as Financial Approver
Select Budget person for Acceptance routing

Select menu option #14 to Print Customer Order Acceptance

c. Before Financial Approver can be done, Budget must attach to the 3011a report by:

Selecting 3 - Funding Auth Document from Screen 2.12
Select appropriation
Control F1 for Program
F9 to Create a New Record
Fund Type: Enter "A" for Automatic Reimbursement
Appropriation Limitation
Management Structure - enter per reg & manual
3011a state code - F4 pick list
Civil CCS Code - from ER 37-2-10, chap 20
Enter amount and END for Program No.

d. Technical Approver assigns work item and funds when approving in screen 2.13.7.

e. Financial Approver enters Fund Type "A" and verifies billing address and other data. Enter overhead override, if appropriate, per information on C.O. Billing address should match "Mail Invoices To" block on the C.O. Maintain hard copy in file.

f. Budget then accepts the C.O.

M. Christine Mooney
M. CHRISTINE MOONEY
Finance and Accounting Officer

* Add section re: Debtor Code = Source Code = C.O.
Also see new Cefms update to allow source code